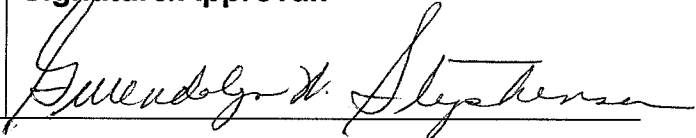


## ADMINISTRATIVE RULES

<b>Title: CRIMINAL BACKGROUND CHECKS</b>	<b>Identification:</b> 6HX-10-3.19
	<b>Page:</b> 1 of 1
	<b>Effective Date:</b> 6/15/05
<b>Authority:</b> SBE 6A-14.0261 FS 1001.64; 1001.65	<b>Signature/Approval:</b> 

### PURPOSE

This administrative rule establishes College policy for conducting criminal background checks for designated College personnel.

### RULE

Human Resources will conduct criminal background checks on new full-time and part-time employees. This policy shall apply to all full-time, part-time, non-student, volunteers, interns and any position based on location or responsibility as determined by the President. Current employees who have not previously undergone a background check by the College and who work in a location or have special responsibility will have a criminal background check conducted. Such positions with special responsibilities or due to their functions will include but not be limited to the following:

Security, child care center employees and employees who handle money as a significant responsibility of their position. Criminal background checks may be required of other employees in any other programs and departments as determined by the President for the purpose of increasing safety and security.

All criminal background check information will be maintained by the Human Resource Department in confidential files. Employment may be denied to any person due to past misconduct when it is determined to be in the College's best interest. Further, additional or follow-up criminal background checks may be conducted, as needed.

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**History:** New